

Job Seeking Skills Workshops

Open to all Job-Seeking Customers **January 2013**

Workshop	Date	Time
BUDGETING & REBUILDING YOUR FINANCES: Presented by Mountain America Credit Union. Learn how to budget, save and manage your finances as well as repay debt and build credit.	Jan 17	1:00 PM–3:30 PM
SKILLS IDENTIFICATION: Learn how to use online tools to discover your transferable skills that can be used in all aspects of your career. Register first at jobs.utah.gov .	Jan 14	1:00 PM–3:30 PM
	Jan 28	9:00 AM–11:30 AM
“A” RESUMÉ WRITING: Learn modern methods of developing an effective resumé that will get you an interview.	Jan 3, 9, 10, 16, 17, 24, 31	9:00 AM–11:30 AM
	Jan 8, 15, 22, 29	1:00 PM–3:30 PM
“B” BUILDING RESUMÉS LAB: Lab for individuals creating a resumé for the first time who have completed resumé workshop “A” (no registration necessary).	Jan 3, 10, 17, 24	1:00 PM–3:30 PM
“C” CRITIQUING RESUMÉS LAB: Lab for individuals in need of resumé critique who have completed resumé workshop “A” (no registration necessary).	Jan 25	9:00 AM–11:30 AM
INTERVIEWING SKILLS: Learn how to gain a confident edge during your interview.	Jan 2, 8, 15, 22, 23, 29	9:00 AM–11:30 AM
	Jan 28, 31	1:00 PM–3:30 PM
LAB: 2.5 hours for individuals who have completed the workshop.	Jan 4	9:00 AM–11:30 AM
JOB SEARCHING WITH TECHNOLOGY: Learn advanced job search techniques to find the best commercial job sites, publish resumés online and research companies. Must have computer skills and an active jobs.utah.gov registration.	Jan 7	1:00 PM–3:30 PM
	Jan 14	9:00 AM–11:30 AM
NETWORKING STRATEGIES: Learn how to implement a networking plan to access your circle of influence.	Jan 7, 30	9:00 AM–11:30 AM
LINKEDIN: Discover the benefits of creating a LinkedIn account to find jobs and network with people and companies. This workshop will include discussion time and time to work on your LinkedIn profile in a lab setting. <i>Prerequisite:</i> Must have computer and Internet navigation skills. Please register first, as computers are available on a first-come, first-served basis.	Jan 11, 18	9:00 AM–11:30 AM

Sign up for any of our **NO-COST** workshops by logging in to your account at jobs.utah.gov or speaking with an employment counselor today.

**Employment Center (EC)
Location**

• South County EC
5735 S. Redwood Rd. Taylorsville, UT

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.